

4 December 1978

MEMORANDUM FOR: Admiral Turner

FROM : Executive Secretary

SUBJECT : An Opportunity to Remodel the Executive Secretariat

1. Action Requested: Meet with me for 10 or 15 minutes prior to 20 December in order for me to get a feel for various alternatives that might be considered in any restructuring of your Secretariat.

2. Background: [ ] has nearly completed a two-year tour in the Secretariat and will be moving back to the RM Staff at the end of the month. [ ] is due for reassignment to either the IG or Comptroller next August. If a position opens up in the meantime, she would welcome the opportunity to fill it, since an equally attractive job might not be available after August. [ ] will return to the Navy in June. I am completing my tenth year in the DCI's office, the last five of which have been as Executive Secretary.\*

3. Immediate Plans: My immediate plan is not to replace [ ] STAT. Believe [ ] and I can handle the tasks, provided the NSC Coordinator role remains appended to the Secretariat. He is doing all that I did on the NSC front and much more in terms of direct support to you and the DDCI. I would welcome a "carbon copy" of [ ] and hope that his replacement STAT can be identified shortly after the first of the year.

4. Longer-Range Plans: Having served five DCIs, six DDCIs, and two Executive Directors, I know that a Secretariat can be built in ways that accommodate the style and component organization of a Director. Enclosed you will find a summary statement of our current organization and functions.

5. Recommendation: That we have a brief "bull session" on where we want to be in the months ahead in terms of a more responsive Secretariat.

/s/

B. C. Evans

Enclosure

\* P.S. I've never had a dull day and perhaps due to some "character fault" I enjoyed each one.

cc: DDCI

EXECUTIVE SECRETARIAT

SUMMARY FUNCTIONS

1. Review and distribute all external correspondence to the DCI and DDCI and assign action and suspense dates, as appropriate.
2. Review all internal correspondence to the DCI and DDCI, ensuring that staff action has been completed and fully coordinated. (ES occasionally does redrafting and retyping to save time.)
3. Maintain a suspense system for all actions assigned for/by the DCI and DDCI. (In addition to contacting Agency components regarding pending or overdue action items, ES contacts Community and other Executive Branch components regarding the status of items they have been tasked to forward to the DCI or DDCI.)
4. Coordinate, for the DCI/DDCI, all matters pertaining to the National Security Council and its Staff. This includes all preparations for weekly meetings with Dr. Brzezinski, ensuring principals are adequately prepared for all NSC, SCC and PRC meetings, liaison with Office of Assistant and Deputy Assistant to the President for NSC Affairs, facilitating informal communication between Intelligence Community and NSC Staff, and ensuring Community responsive to all DCI/DDCI requirements for dealings with NSC.
5. Provide the DCI, DDCI, and other appropriate senior officials a daily journal summarizing significant correspondence to and from the DCI/DDCI.
6. Record topics of discussion at DCI and DDCI staff meetings, disseminate related actions assigned, and monitor for completion.
7. Provide the DCI, DDCI and other appropriate senior officials a weekly checklist of scheduled events, including National Security Council meetings, National Foreign Intelligence Board activities, Congressional testimony, and major intelligence support and production tasks.
8. Monitor the Director's schedule for upcoming meetings with Executive officials and forward relevant material for those meetings.
9. Review all requests for access or release of DCI/DDCI files under the Privacy and Freedom of Information Acts.
10. Supervise the Executive Registry.
11. Maintain liaison and communicate directly with counterparts in other government departments and agencies.

12. Advise the DCI MAG and the Secretarial/Clerical MAG and serve as a focal point for information regarding activities of component MAGs.
13. Review and approve periodic requests from DCI senior staff components for Cable Secretariat disseminations by subject class.
14. Make appropriate dissemination of State NODIS traffic and approve and transmit requests for specific cables not received.
15. Prepare correspondence for the DCI and DDCI signature requiring numerous staffing.
16. Provide background material to components on topics they may not have been privy to but are directed to them for resolution.

